

SHIPLEY PARISH ANNUAL PARISH MEETING

The Minutes of the Annual Parish Meeting held at the Andrew Hall, Shipley on Thursday
18th May 2023 at 7:00pm

Present – Cllr Payne (Chairman) and Paul Richards (Clerk). Five members of the public were also present.

1. Guest Speakers.

- **Report from Shipley 1st Scout Group** – no update;
- **Shipley Community Hub** - the report, posted onto the Shipley PC website previously, was taken as read. The report is attached at Appendix A;
- **Shipley History Society** – the report, posted onto the Shipley PC website previously, was taken as read. The report is attached at Appendix B; and
- **The Knepp Estate** – Jason Emrich advised that the Knepp report would be available to view on the SPC website in the coming days.

2. Approval of the Minutes of the Annual Parish Meeting on 12th April 2022 – these were agreed by those attending and signed by the Chairman.

3. Report from the Chairman of the Parish Council – the Chairman advised that the report from the former Chairman was available to view on the SPC website and is attached at Appendix C. It was taken as read. The previous Chairman had advised of a small error on his report. He agreed to amend it accordingly.

4. Report from the local Schools and Nursery - the reports, posted onto the Shipley PC website previously, were taken as read. The report from the Montessori Nursery is attached at Appendix D and the report from the Shipley CE Primary School is attached at Appendix E.

5. Report from the Trustees of the Sarah Andrew Charity – the report, posted onto the Shipley PC website previously, was taken as read. The report is attached at Appendix F.

6. Report from Coolham Village Hall Management Committee – the report, posted onto the Shipley PC website previously, was taken as read. The report is attached at Appendix G.

7. Question and answer session from the Public.

A resident asked why the front door of the Andrew Hall remained unrepaired. She noted that this was raised last year, and the repair is still outstanding one year later. The Chairman asked the Clerk to convey this question to the Trustees of Sarah Andrew Charity.

The meeting closed at 7:19pm.

APPENDIX A

Shipley Community Hub

A new community project is being launched in Shipley, West Sussex – The Shipley Community Hub will be located in ‘Andrew Hall’ and will officially open on May 2nd 2023. The initiative is designed to be a place where friendship and well-being is the focus, along with launching several projects to help improve the environment, including a Repair Café.

The project will raise money in the form of donations and once charity status is confirmed, it is hoped that it will attract grants to assist growth.

Founder of The Shipley Community Hub, Sarah Cuthbertson, commented: “I was looking to find ways to do more for the community on a regular basis, something I wasn’t able to do in a role as Parish Councillor. I grew up in Ashurst, West Sussex, another rural village much like Shipley, and as a child I remember the local community being tight knit. I don’t know if I’m being nostalgic looking back with rose tinted glasses on, but having conversations with residents in Shipley, it seems as though this was the same in Shipley years ago, but sadly the community has become less connected as people have started to commute out of the village for work and not helped by the pandemic. We all have busier lives and with shopping, socializing and communicating online than ever before, we are losing that ‘personal communication’ within communities. No one really sees each other like they used to when we would just ‘pop to the shop’. I understand we used to have local stores in Shipley and Coolham and even a Post Office, But now sadly these are only a part of History. - We are, however, super lucky to have three wonderful pubs in the locality, with The Countryman still offering basic supplies, something that started in the pandemic by Landlord Alan Vaughan, and was a lifeline for those in the village, but not everyone can frequent their local watering hole for whatever reason, and the older generations are possibly not able to, even if they wanted to, due to getting there, so it can be really isolating for some living in rural areas these days. This is where the ‘community’ part of the scheme comes into play.

Talking more about the project and the Repair cafe, Sarah said: “You're not just saving money, you're saving items from going to landfill, plus sharing skills and knowledge that are getting forgotten about in this disposable society. We are so lucky to have so many fantastic local businesses that have stepped up to help get this new project and get it off the ground and running. Jason Emrich - Estate manager at Knepp Castle has come forward with sponsorship for the Hub in the form of loaning their Maintenance Foreman ‘Matthew Morgan’ to the scheme once a month to oversee the Repair Cafe. Helping people fix easy to bring in items, helping residents order parts if needed that they can bring the following month if unable to fix on that day. All whilst enjoying handmade goodies and bakes that have been donated and getting that personal interaction”.

Tim Mordaunt from Platinum Ambulance has offered a transport service, on a pre-organized basis to locals that otherwise wouldn’t be able to attend the monthly hubs, this makes the scheme accessible to anyone wishing to come, and also will help with the limited parking in the vicinity in wetter months when the field, owned by Knepp usually used for parking for community gatherings is out of action.

Bryan, Owner of FinePrint in Pound Lane, Shipley printed the launch advertising flyers and donated them for free, and Amanda Jupp has sponsored the project’s rent for up to a year! Both things that just wouldn’t have been financially possible to me when starting this scheme with literally no budget.

Other valuable contributor includes Jozef from ‘Plastic Free Refills’, an alternative shopping ‘experience’ for want of a better word, which focuses more on reuse and replenish items such as

cleaning products, toiletries and even some food stuffs. Plastic free refills basically do what it says on the tin, It offers a refill station where customers can bring along their own empty containers to fill with Eco-friendly products, minimizing plastic waste and helping reduce harmful chemicals in the environment. Jozef has agreed to come along each month to the Hub and support this project whilst donating 10% of his profit to the community charity.

Sarah finished by saying: “Finally and not forgetting the many local people who have got in touch with offers of help, baking and other wonderful items such as a Bridge table and playing cards” even hand delivering flyers to spread the word in the community. There seems a real thirst for The Shipley Community Hub and the launch of this new project, so I hope it is something that is supported by the community and continues to flourish.

Each month will have a special ‘pop up’ theme which people can come along to and learn new things or try something new. It will be tailored to the community and Lend itself to moving with whatever the village needs. And without the support of some special people that have stood by me and given me encouragement and support Such as Nicky Neal-Smith and Harry Woodage who have agreed to be trustees of the Hub plus Amanda Jupp - this project wouldn’t have been possible.

The Shipley Community Hub team look forward to welcoming folk to the launch. Ribbon cutting and grand opening is on 2nd May at 11am by Cllr. Amanda Jupp and Cllr. Gordon Lyndsay.

Sarah Cuthbertson - founder.

APPENDIX B

Shipleigh History Society

Report for Parish Council

Our annual June Summer Social proved to be great success. Held in Green Gates this year, we welcomed long-standing members and new ones too who were able to get acquainted with everyone in a relaxed atmosphere. The weather proved the forecasters wrong and remained warm and sunny for the event allowing us to mingle and chat in the garden. There was plenty of wine and food as always and a merry time was had by all.

Jean Wright our secretary, has compiled a booklet "**The Platinum Jubilee**" which contains Jean memories and photographs of Queen Elizabeth's Coronation in 1953 and which we officially launched at the Summer Social. Beautifully compiled and researched with stunning photography, the booklet is on sale for £4 a copy. Our members were extremely impressed with the amount of work that had gone into the making of the booklet as well as the quality and received much praise and admiration. If you wish to buy a copy, please contact Gina or Derek Larcombe on 740048.

Our visit this year was a tour and wine tasting at **Nutbourne Vineyard**. Although the weather had been exceptionally wet, the rain held off for the duration of our visit and walk around the estate. Here, Robin our guide talked about the different grapes, their pruning and picking. Then we were taken into the large buildings where we were shown what happens to the grapes once picked and how they are transformed into the delicious wines we given to taste. Robin explained how to taste wine – swirling in the glass and smelling first....something many of us had never done before! When Nutbourne Vineyard was first planted in the late 1970s, there were only about 40 vineyards nationwide. Now there are nearly 800! This visit was a most interesting one as well as very informative. A fun learning experience!

However, on a sad note it was during our wine-tasting afternoon of September 8th that **Queen Elizabeth II** passed away in her Platinum Jubilee year after a lifetime serving her country and Commonwealth. This year has been one of great celebration to mark the Queen's 70 years reign and although she was too frail to attend all the events, she did surprise and thrill us all with her Paddington Bear sketch. In this, she demonstrated her sense of fun, acting ability and her wonderful sense of comic timing all with a twinkle in her eyes. What a truly marvelous lady she was. We owe her a huge debt of thanks. We wish King Charles and Queen Consort Camilla a long and happy reign.

The new programme for the SHS year in October began with a lively, amusing and fascinating talk by **John Lytton** who spoke about his great grandfather Wilfred Scawen Blunt, a man with views and ideals well ahead of his time. 2022 marks the hundredth year since his death and so this was a timely talk. Wilfred Scawen Blunt was a poet, a traveler, activist and with his wife, Lady Anne, a breeder of Arabian horses establishing highly regarded bloodlines. He and Lady Anne spent much of their time in Egypt becoming fluent in Arabic and settling in to the Arabic way of life. Wilfred was also a great champion of Irish independence and was sentenced to prison for his activities.

Our thanks to John Lytton for this wonderful insight into the life of a man who led such a diversely interesting life. And he lived in the Parish of Shipley too!!

Our **AGM** was held on the 1st December and this year we welcomed a new committee member, Pippa Reay. Pippa will be a great asset with her interest and talent for research and we are thrilled that she is joining us. As soon as the AGM business was concluded we welcomed our guest speaker, **Michelle King** who spoke about the traditional food and drink of Sussex. Her talk was illustrated with many slides, a tasting of gingerbread and some Flead Cakes which had been made by two of the ladies on the Committee. The AGM is an event where members can socialize while enjoying a glass of wine as well as tasting delights from the buffet table. A relaxing way to begin the Christmas festivities with friends.

Ian Currie, the speaker booked for our March talk was unfortunately taken ill and was unable to come so thankfully our old friend and stalwart **Dr. Janet Pennington** stepped in at the last moment to give her talk on Chantonbury Ring. There were several earlier names for Chantonbury - Chankbury, Changebury or Chankburry until late 18th century when the current version was finally settled upon.

A circle of beech trees was planted by the landowner Charles Goring in 1760 and he refers to the name as Chankburry in documents of 1786. Trees were replanted over the next 230 years as they died or were uprooted by storms. The Great Storm of 1987 resulted in the uprooting of about 75% of the ring. In 1990 400 mainly beech trees were planted to replace those lost in 1987.

Our thanks and gratitude go to Paul, Clerk to the Parish Council for his help and promptness with regard in particular, to adding articles to our web page. This page has grown and developed over the years and now offers many interesting articles about our local history.

Gina French Larcombe

APPENDIX C

Report from the Chairman of Shipley Parish Council, 2021-2022

Following a return to normality after the Covid-19 pandemic, the Parish Council's 10 meetings of the whole Council during the period covered by this Report were held face-to-face, in public. Sad to say though, the effect of the earlier rules that had allowed meetings to take place 'on line' via 'Zoom' (or similar) which seemed to have encouraged more people to attend those meetings, has been reversed. Very few residents have attended any of these Parish Council meetings in the last year. I leave the reader to ponder the reasons for that.

As usual and as is customary at the Annual Council Meeting, in May 2022, the Council's **Policies and Codes of Conduct**, updated as necessary, were reviewed and re-adopted. On this occasion, no amendments were proposed and Councillors agreed that they be adopted for the subsequent 12 months. These Policies and Codes can be read on the Parish Council's website.

In June, the Parish celebrated the **Platinum Jubilee** of Her Late Majesty, Queen Elizabeth II, by planting a Wild Cherry tree for Her Majesty's 'Jubilee Green Canopy', with a plaque, at Coolham Playing Fields; and by installing a commemorative bench on the green approaching the Church in Shipley Village, reminiscent of commemorations by Shipley Parish Council and the Parochial Church Council for Her Majesty's coronation in 1953. Freeman of Shipley Parish, Bob Phillips, cut the purple sash and Reverend Chris Allen offered a Blessing. Later in the month, some 20 families enjoyed a 'Teddy Bears' Picnic' at Coolham Playing Fields to inaugurate the picnic table donated there to the community for the Jubilee, by D Howick Tree Surgery and installed by Steve Derby and Luke Webber who kindly donated their time to do that. Children at Shipley CE primary school, William Penn and Coolham Montessori Nursery were each given a 'Shipley Platinum Jubilee Mug'.

During the year, the **Parish Council met formally** 10 times between June 2022 and April of this year. Twenty seven planning applications were received by the Parish Council and its comments on them were sent to the principal Authority for decision (Horsham District Council). Of these comments, HDC disagreed with only three. A pronouncement by "Natural England" requiring all new developments to be 'water-neutral' (that is to say, not to take from water sources more water than would be replaced) had a significant influence on the way in which applications had to be considered. All planning applications that were likely to make use of water in some way (for example, housing developments) were delayed unless and until developers are able to explain how their plans satisfy the water-neutrality criteria. That has had a significant effect on – and delayed – development throughout the Horsham District.

Three Councillors attended meetings set up specifically to consider **climate change and the environment** and reported to the Council on that activity. That work will be continuing, though not necessarily as a direct Parish Council activity, and is drawing on experience elsewhere – especially in Sussex. Several initiatives under way in Shipley

are planned to be continued by residents outside the Parish Council framework – for example, a new scheme to promote ‘wellbeing’ in the community and a ‘Repair Café’. As first steps, a dedicated red bin has been situated in the Shipley CE Primary School car park for the recycling of all brands of (ridged) plastic food storage containers and lids, all brands of reusable plastic water bottles and caps, plus ANY brand of unwanted or broken plastic toys (but no electronic / battery - operated toys, children/babies furniture or children’s bicycles, trikes, scooters etc). The scheme is being operated by the ‘Friends of Shipley School’, a charity, in partnership with Shipley Parish Council. The new red recycling bin is available to both the school and members of the public. The scheme was introduced to save plastics going to landfill and at the same time earn the school points on the ‘Terracycle’ scheme. (For more information on what and where you can recycle visit www.terracycle.com).

As foreshadowed in last year’s report, a **speed-indicating device (SID)** was recently installed on the approach to Coolham Crossroads to indicate to drivers, their speed approaching the crossroads from Coneyhurst. Early indications are that this has had the effect of generally reducing speeds. The Parish Council resolved to install more of these devices, initially in Coolham; and just recently, a second device has been installed at the same place but facing East to indicate the speed of vehicles leaving the Coolham cross-roads area towards Billingshurst whilst still in the 30mph zone. It is planned to install other SIDs on the other approaches to the crossroads in due course. Councillors Payne and Woodage deserve special mention for doing that work at a significant saving to council-taxpayers’ funds.

Some residents of Coolham have recently expressed an interest in reviving the **Coolham Community Speedwatch** activity in response to frequent requests from residents for the Parish Council to take action in relation to speeding and it is expected that that will resume in the near future. (Please contact the Parish Clerk at shipleyparishclerk@gmail.com if you would like to join the Team to help reduce speeding through Coolham village).

A significant part of the Parish Council’s work has been to try to achieve **safer roads** within the Parish – speed-loops were installed at the beginning of the year in School Lane to gauge the speed of the flow of traffic using the road. West Sussex ‘Highways’ Department has since agreed to replace the National (60 mph) speed limit that currently operates in School Lane by a 20mph limit; and to reduce the limit on Red Lane heading into the heart of the village to 30mph. The Parish Council approved the requisite Traffic Regulation Order at its latest (April 2023) meeting. (Residents were consulted, with every household in Kings Platt and adjoining areas – bar one who was not home when the survey was conducted – agreeing fully with this plan. A ‘Quiet Lanes’ scheme is now being looked into to see if this is something that can be adopted in Shipley, to make so-called ‘C’ roads safer for the most vulnerable road users.

The **Shipley Neighbourhood Plan** is now some four years old and will shortly need to be reviewed and probably revised. The Parish Council has kept this at the forefront of its mind throughout the year – but any amendments to the Plan will need to take account of the Horsham District Plan which has been long-delayed and is yet to be finalised. There is some evidence to suggest that, absent any areas considered

appropriate for possible development, the Parish will be subject to decisions made by the Local Planning Authority (Horsham District Council) and that could result in some development being allocated to Shipley. A revised Plan will likely need to identify such areas so that the Parish has some influence over where such development would go.

In May 2023, the Parish will celebrate the **Coronation** of their Majesties King Charles III and Queen Camilla by planting, this time, a Walnut tree on the green in Church Close and installing a hand-crafted commemorative bench at Coolham Playing Fields: again, children at the schools, will each receive a special 'Coronation' Mug. The Parish Council has been associated with other activities organised to celebrate that occasion over the 'Coronation Weekend', 6th – 8th May (afternoon tea at Shipley Primary School and a 'Teddy Bears' picnic' at the Coolham playing fields including the unveiling of a new Coronation commemorative bench there commissioned by Shipley Parish Council; and the unveiling of a Coronation plaque and 'Broadview' Walnut tree in Church Close, Shipley, also commissioned by Shipley Parish Council). Once again, Councillors Cuthbertson and Woodage deserve special mention for doing much of the work involved.

Council **elections** are to take place on 4th May this year. Shipley Parish has eleven Councillor positions but – yet again – there will be 'no contest' because the only residents of the Parish to stand were those Councillors seeking re-election and one other resident – all of whom have been declared by the Horsham District Council Monitoring Officer to have been elected unopposed. If they decide to accept Office, they will form the new Parish Council (which first meets on 18th May). Residents are free to apply to be coopted once vacancies have been formally announced and co-options sought.

Finally, I shall repeat sentiments expressed in last year's Report and again mention the very important and valuable contributions that my fellow Councillors have made to the work of the Parish Council during the past year. It is important to recognise the very significant amount of time that they continue to donate as Councillors. I think that they would agree that it is a great pity that more residents do not put themselves forward to serve in that capacity – that is the best way in which residents can influence what is done on their behalf by Councils at every level.

I also make no apology for stating again that Councillors are greatly indebted to our Parish Clerk, Paul Richards, who works extremely hard, very quickly and efficiently on behalf of the Council and the Parish. His advice, as the Proper Officer of the Council, is invaluable and once again I thank him on behalf of Councillors – and personally – for the help and advice that he has provided to me as Chairman and to all our Councillors.

Philip S Baxter
Chairman, Shipley Parish Council
26th April 2023

APPENDIX D

Coolham Montessori Nursery School.

The nursery has had a busy year celebrating many festivals and visits.

We have had many new local families joining us this year, along with families who already attend the nursery. They have always offered their continued support to the staff and setting.

Activities and celebrations this year:

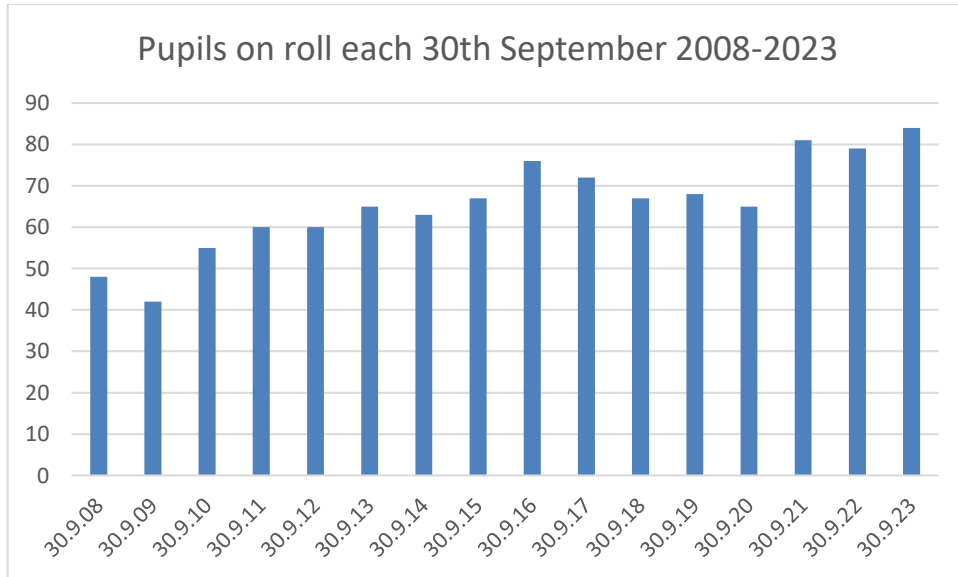
- Chinese New Year, Easter, Coronation of King Charles.
- We planted Sunflowers and celebrated World Down Syndrome Day on 21st March.
- Celebrated St David's day and St Patricks day completing various craft activities for both.
- We have had a visit from some lambs, which we also helped feed and pet.
- A visit from Guinea pigs and a Rabbit.
- The nursery joined in with the teddy bears picnic and unveiling of the bench on Coolham field, we had a cake stall with donations going to the nursery.

We have made good use of the adjacent play park and field using these both for various activities and Nature walks.

APPENDIX E

Number on roll

The chart below shows the increasing number of pupils attending since 2008. Our maximum capacity is 105. Children attend from Shipley, Dial Post, Southwater, Billingshurst, Horsham, Ashington and other local areas.



Sustainability

Increasing pupil numbers is helping us with sustainability. In addition, it is very important that we retain a balanced budget and maintain high academic standards, including a positive Ofsted. Schools budgets are tight; additional funding does not cover increases in outgoings, including pay increases. These have not been funded by the government. Our Friends of Shipley School PTA team do a fantastic job of supporting the school and providing the best for our children.

Learning and Curriculum

We are really committed to providing a very rich and connected curriculum. Our whole school learning this term is an environmental science based topic about oceans and plastic pollution; a very important and current theme. Learning is driven by quality books and stories and experiences in and outside of the classroom.

APPENDIX F

SARAH ANDREW TRUST

Charity No: 306467

**Trustees' Report
Year to 31st December 2022**

**Trustees: Michael Power
 Nigel Jupp**

OPERATING REPORT

Andrew Cottage

The Trustees are pleased to report that the Andrew Cottage was let and income producing throughout the year. The tenancy for a further year from April 2022 at an increased rent. Repairs included upgraded electric heaters and a replacement oven. The cottage account continues to pay the insurance premium for the whole building, costing now nearly £2000.

Andrew Hall

Activity in the Hall has continued to pick up in the post covid era, but has not yet reached pre covid levels. Letting rates have remained unchanged.

Discretionary hiring rates for local residents and St Mary's Church continue as part of the Management Committee's contribution to the wellbeing of the Parish.

The net effect of the above is that the Hall account is in surplus for the first time since covid.

The Trustees wish to record their appreciation of the work of the Management Committee.

FINANCIAL STATEMENT

The draft financial statements are enclosed with this report. The financial position of the charity remains strong, with total cash resources of £112,000 at 31 December 2022. The trustees are intending to engage with the headteachers of the Shipley and Coolham schools to discuss constructive uses for some of this money.

**Nigel Jupp/Michael Power
Trustees
16th May 2023**

APPENDIX G

COOLHAM VILLAGE HALL

Chairman's Report

This report provides an overview of the activities of the Coolham Village Hall Management Committee (The Trustees of the Coolham Village Hall Charity) during the 2021 - 2022 financial year.

During the period the Committee Members / Trustees confirmed that they were willing to stand again for Officer positions and are as follows; Tanya Barnes-Egan (Chairman), Iain Gibbs (Treasurer), Bridget Huggett (Secretary), Steve Tully (Booking Secretary).

In addition, Liz Gibbs, Sue Tully, Ken Egan, and Peter Huggett all confirmed their willingness to remain as Trustees and Committee Members.

Key points to note during the year:

General

- During the year, we continued to see the effects and impact of the pandemic as in the previous year, which resulted in a reduced level of general bookings as was expected. Once guidelines began to ease with regard to Covid-19, the decision was taken, to continue to prioritise regular hirers initially, particularly the Montessori Nursey, and keep the increased cleaning regime in place. As the year progressed and particularly since the start of the new financial year on October 1st, we are seeing an increase in bookings throughout 2023 and into 2024 and would consider we are returning to a business and normal situation.
- General upkeep and maintenance of the hall continues, to ensure the facility remains in good order following major works and investment over recent years.
- No major works were undertaken during the year, however during 2023 we will start a new programme of works to include replacement of bathroom facilities and will be assessing what other works we will programme either during 2023 or into 2024 as these type of works need to be undertaken outside of the school term.
- Once the bathroom replacements are complete, it is our intention that full decoration of the hall will be carried out.
- In addition, during 2023, we will be upgrading general hall facilities such as Wi-Fi.
- There continues to be an issue with the Water Leak near the height barrier and we are bringing in more contractors to investigate.

- The Website continues to be updated and continues to be the primary source of contact for further information and new client booking enquiries.
- The online committee bookings area, to support administration, has proved to be an essential tool and continues to be used as the primary record for bookings and hall administration.

Finance

Whilst we continued to see an initial reduction in revenue for the hall during the start of the financial year, this was not of concern as all commitments in terms of running costs were maintained and we continue to hold a good financial position.

Now that we are seeing normal levels of use and bookings return, in addition to the planned improvement works, the focus continues to look for ways to make best use of funds for running costs, maintenance and general improvements, so that we can continue to provide a great facility for users and the community.

At the same time, it is important to ensure we have a reasonable contingency fund should any significant investment be needed.

Total income for the year was £8,440.

Bookings

- The regular term-time daytime bookings of Coolham Montessori Nursery continuing as they have for several years, and we thank Mrs Tully and her staff for their support.
- Regular weekday evening bookings increased and have now returned to normal, which includes a weekly Dance Club, Morris Dancers, and Dog Training Classes. Enquiries for more regular bookings also increased during the year with the Booking Secretary is now maintaining a 'waiting list.
- Coolham Music Club run by local resident Graeme Tame has become very popular and since late Summer, these have returned to their regular bookings.
- The hall continues to be a popular venue for children's parties, general family parties, and recently we have seen the return of enquiries for weddings. It is noted that we continue to see returning hirers.
- ☑The Parish Council have continued to use the hall for their meetings on a bi-monthly basis.
- ☑Overall, it is pleasing to see that following the events of 2020, which in part continued through to the early part of 2022. The hall now continues to be back in frequent use and bookings are increasing throughout 2023 and already a wedding in 2024. Monday evening's are now the only evening where we do not have a regular booking and we intend to maintain this pattern for ad-hoc weekday bookings.

- During the year, Steve Tully (Booking Secretary) has continued to seek hirer feedback and comments received have been supportive and encouraging.
- We thank all our hirers for their support and particular thanks go to Sarah Foster – Dance Club, Mythago Morris Dancers, Bone Canis dog training, and Graeme Tame for their support as regular hirers.

In summary, Coolham Village Hall continues to be an important facility for the Village and the surrounding community it serves.

Without the Management Committee it would not be possible to continue to run the facility and I would like to offer my sincere personal thanks to all members of the Trustees for their work, support, and commitment during the year, all of which is given voluntarily.

Tanya Barnes-Egan

Coolham Village Hall, Chairman